

## **CITY OF BURBANK**

### **INFORMATION TECHNOLOGY DIRECTOR**

#### **DEFINITION**

Subject to administrative determination of policy, to plan, organize, and direct all of the operations within the City's Information Technology (IT) Department; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Responsible for the administration of the IT Department, including citywide or multi-departmental information technology applications; administers the budget preparation and monitors expenditures; directs and coordinates the efforts of others assigned to assist in the investigation, analysis, review, design, cost evaluation, systems development, and recommendations of communications and information technology systems; reviews, evaluates, and presents reports that indicate the extent to which implemented systems have accomplished their objectives; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfer; implements disciplinary action as needed, up to and including termination.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – sound management principles, systems design, analysis, characteristics, and limitations of various types of data processing and communication equipment; budgeting principles; management or information systems applications.
- Ability to – make accurate fiscal projections and analyze trends; study, develop, and present ideas and make recommendations effectively in oral and written form; direct and coordinate the installation of complete management systems proposals; establish and maintain effective working relationships with City Officials, supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor's degree from an accredited college in Computer Science, Information Systems, or related field is required and seven years of recent, progressively responsible, executive level management experience in an Information Technology environment. Qualifying experience may be substituted for the required education on a year for year basis.

**License & Certificates:** A valid California Class "C" Driver's License or equivalent may be required at the time of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** A Master's degree and knowledge of local government policies and procedures.